

Page 1 of 2

Court Carroll County Sheriff's Office		Maryland State Archives 350 Rowe Boulevard Annapolis, Maryland 21401-1686	<u>51469-2263</u> Forward three (3) copies to address at left.
County Carroll	Date 5-17-12		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Property Records	C 1033	OPS 28	Dec. 2004-Jun 2005		4-4-11	Cintas Shredding
2	Court Security	C 1033	OPS 39	Dec. 2004-Jun 2005		4-4-11	Cintas Shredding
3	Briefing Reports - Court Security	C 1033	OPS 39-1	Dec. 2004-Jun 2005		4-4-11	Cintas Shredding
4	Property Records	C 1033	OPS 28	July - Dec. 2005		4-4-11	Cintas Shredding
5	Court Security	C 1033	OPS 39	July - Dec. 2005		4-4-11	Cintas Shredding
6	Briefing Reports - Court Security	C 1033	OPS 39-1	July - Dec. 2005		4-4-11	Cintas Shredding
7	Property Records	C 1033	OPS 28	Jan. - July 2006		4-4-11	Cintas Shredding
8	Court Security	C 1033	OPS 39	Jan. - July 2006		4-4-11	Cintas Shredding
9	Briefing Reports - Court Security	C 1033	OPS 39-1	Jan. - July 2006		4-4-11	Cintas Shredding
10	Property Records	C 1033	OPS 28	Aug. 2006-Mar. 2007		4-4-11	Cintas Shredding
11	Court Security	C 1033	OPS 39	Aug. 2006-Mar. 2007		4-4-11	Cintas Shredding

Destruction Approved by Maryland State Archives

Destruction Certification

Date State Archivist

Signature of Court Official

Title

Date

K. J. Gregory
Sheriff
 5/21/12

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12	Briefing Reports - Court Security	C 1033	OPS 39-1	Aug. 2006-Mar. 2007		4-4-11	Cintas Shredding
13	Property Records	C 1033	OPS 28	Apr. - Dec. 2007		4-4-11	Cintas Shredding
14	Court Security	C 1033	OPS 39	Apr. - Dec. 2007		4-4-11	Cintas Shredding
15	Briefing Reports - Court Security	C 1033	OPS 39-1	Apr. - Dec. 2007		4-4-11	Cintas Shredding
16	Property Records	C 1033	OPS 28	Jan. - Sept. 2008		4-4-11	Cintas Shredding
17	Court Security	C 1033	OPS 39	Jan. - Sept. 2008		4-4-11	Cintas Shredding
18	Briefing Reports - Court Security	C 1033	OPS 39-1	Jan. - Sept. 2008		4-4-11	Cintas Shredding

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Destruction Certification

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State Archivist

Signature of Court Official

Title

Date

K. J. Grepping *Sheriff* *5/21/12*
 Signature of Court Official Title Date

FILE

CARROLL COUNTY SHERIFF'S OFFICE

TO: SGT. HOFFA

DATE: 3/25/2011

FROM: CPL. BUNN DISTRICT COURT

- ☐ For your information
- ☒ As requested
- ☐ Approve and return
- ☐ Note and return
- ☐ See me

- ☒ Take charge of
- ☐ For additional information
- ☐ For comment/recommendation
- ☐ Give facts so I can answer
- ☐ Prepare reply for signature

AS PER RECORDS RETENTION AND DISPOSAL SCHEDULE
PAGE 24, ITEM #39

THE FOLLOWING FORMS ARE BEING SUBMITTED FOR DISPOSAL

FORMS

- ✓CCSO #173 - OPS 3A
- /CCSO #175 - OPS 3A
- ✓CCSO #197A - OPS 3A
- ✓CCSO #053 - OPS 28
- ✓CCSO #220 - OPS 3A
- CCSO #167 - OPS 3A-1

COPIES OF WRITS, DAILY DOCKETS & COURT CORRESPONDENCE.

DATES INCLUDED:

DECEMBER 2004 THROUGH JUNE 2005

SUBMITTED BY:

C30 # R. Knech # 0379

RECEIVED BY:

St. John 4/1/11

FILE

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DATES INCLUDED:

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SUBMITTED BY: *CSO II R Kuech 0379*

RECEIVED BY: *[Signature] 4/1/11*

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CCSO #167 - OPS 39-1

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DATES INCLUDED:

JANUARY 2006 THROUGH JULY 2006

SUBMITTED BY: CSO II R Krech 0378

RECEIVED BY: [Signature] 4/1/11

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DATES INCLUDED:

AUGUST 2006 THROUGH MARCH 2007

SUBMITTED BY:

CSO# R. French 0379

RECEIVED BY:

S. H. 4/1/11

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DATES INCLUDED:

APRIL 2007 THROUGH DECEMBER 2007

SUBMITTED BY: CSO II R. Krech 0378

RECEIVED BY: Sethlin 4/1/11

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COPIES OF WRITS, DAILY DOCKETS & COURT CORRESPONDENCE.

DATES INCLUDED:

JANUARY 2008 THROUGH SEPTEMBER 2008

SUBMITTED BY:

CSO II R. Knick 0378

RECEIVED BY:

Sgt. Hoffa 4/1/11